



*DECTfax*  
*Additional Handset*  
*User guide*

This equipment is not designed for making telephone calls when the power fails.

Alternative arrangements should be made for access to emergency services.

*Please open this page for an 'At a glance' guide to your DECTfax Additional Handset*

# *In this guide*

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## **Hints and tips boxes**

*In this user guide, we've included helpful tips and useful notes. They are shown in a grey box.*

# *Introduction*

Thank you for choosing a BT product. We expect that you will have many years of excellent service from it.

Your BT DECTfax Additional Handset is designed for ease of use and built to the high standards demanded by BT. It is designed to be used with the DECTfax and DECTfax Plus base stations. It may also be registered with other GAP compatible DECT base stations, however, this may result in the loss of certain functions specific to the DECTfax range.

Please read these instructions carefully before use and retain this user guide for future reference.

## *For your records*

**Date of purchase**

**Place of purchase**

**Serial number**

*(on the side of the gift box)*

**Purchase price**

*For warranty purposes, proof of purchase is required, so please keep your receipt.*

## *Equipment*

Check your BT DECTfax Additional handset is complete when you unpack it. You should have:

- DECTfax Additional Handset
- Handset charger

### **Customer Helpline**

*If you have any problems with your DECTfax, call the BT Helpline on 0845 603 1066.*

# *Setting up* Follow these steps to get your DECTfax Additional Handset ready to use

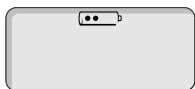
## *1 Charging the handset*

### **IMPORTANT**

*The new handset may not be charged. It takes up to 12 hours to charge completely.*

The handset is powered by a rechargeable NiCad battery. The charger uses a fast charge system. For example, 10 minutes of charging will give about 10 minutes of talk time. When fully charged the battery should give up to 5 hours talk time and up to 50 hours standby.

When the handset is not in the charger, the charging icon indicates the current level of charge in the battery - 4 dots means the handset is fully charged and 1 dot means the charge is low.

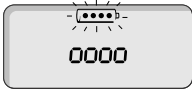


eg 50% charge

- 1** Plug the charger into the mains.
- 2** Place the handset into the charger. The handset display shows the moving charging icon.



- 3 When the battery is fully charged the charging icons stop moving and begin to flash.



#### **Battery low warning**

*If, during a call, the battery charge is running low, the handset beeps every 4 seconds.*

## ***2 Registering the handset***

For the handset to interact with the base station it must be registered with it.

#### **To register a handset**

A handset can be registered to the base station only if the handset security code on the handset matches the code on the base station.

The base station code is preset to 0000. If this has not been changed, you can register the handset using the 'simple method'. If it has been changed you will need to use the 'customised method'. You will also need to use the 'customised method' if you wish to register the handset with more than one base station.

#### **Note**

*You can also register your handset with other makes of DECT base stations, provided they are GAP compatible. You will need to use the 'customised method' of registration in conjunction with the instructions for the particular base station.*

## IMPORTANT

*The following instructions refer to the Function button on the DECTfax base station. If you are using a DECTfax Plus base station you should use the Ok/Menu button.*

### *The simple method*

Use this method if you have only one base station and the handset security code is 0000.

- 1 *At the handset* press OK then 6. The connection icon will flash.



- 2 *At the base station* press Function then 8 then 8. The display shows 88 HANDSET--REGI.



- 3 Press Function.



The base unit searches for handset to be registered. Once found, the handset is assigned the next available handset number. The handset display now shows the handset number it has been assigned and the connection icon will go out.

### *The customised method*

Use this method if you:

Have set the base station handset security code to a number other than 0000.



Want to register a handset to more than one base station.

Want to allocate a handset with a handset number other than the next sequential one.

- 1 *At the base station* press Function, then 8, then 8, then Function again.



- 2 *At the handset* press OK then 9, then use the ▲ and ▼ buttons to scroll to the first empty location, indicated by a line of dashes in the display.



- 3 Press OK. The telephone icon flashes in the display.



- 4 After a few seconds the display shows four dashes ( - - - - ) to prompt you to enter the handset security code
- 5 Enter the code that is on the base station, either 0000 or whatever you have changed it to.
- 6 Press OK and the display will show the available handset numbers (1-4).



- 7 Press the number you want on the keypad - the display will show this number to indicate that the handset is registered.

# *Using your handset*

## **Note**

*If your handset is registered with another make of base station you will be able to make and receive external calls but not all the features explained in this guide will be available.*

## *Switching the handset on and off*

Your handset must be switched on before you can use it to make or receive calls.

## **Note**

*The new handset may not be charged. It takes up to 12 hours to charge completely.*

### **To switch the handset on**

- 1** Open the cover by pressing the catch on the left-hand side of the handset.
- 2** Press *and release* the On/Off button.



The display shows the handset number. You can now make and receive calls.

### **To switch the handset off**

- Press *and hold* the On/Off button until the screen goes blank.



The handset is now switched off. When switched off, the handset cannot receive calls.

## ***Making and receiving calls***

When making a call, your handset must be in radio contact with the base station; the display will show the handset's registration number, for example - 1 -.

### **To make a call**

- 1 If the handset is not switched on, press the On/Off button.



- 2 Press the Talk button. The display shows the Talk icon. The base unit display shows *HANDSET ON LINE*.



- 3 Listen for a dialling tone and then dial the number you require.
- 4 To end the call, press the Talk button.



You can dial the number *before* pressing the Talk button:

- 1 Dial the number you want to call.  
Use the Clr button to delete numbers to make sure you don't dial a wrong number.



- 2 Press the Talk button. The number entered is dialled after a few seconds.



### **To receive a call**

- 1 When your handset rings press the Talk button.



- 2 Press the Talk button to hang up after the call is over.



*If you hear beeping from the handset while you are using it, it means that the battery is running low and needs charging.*

*If you hear fax tones when you answer the handset pressing # then 7 will automatically transfer the signal to the fax machine.*

## Answering mode

When the handset is on the charger you can set it to answer and finish calls in two ways. In mode *0* you must always press the Talk button to receive and finish the call; in mode *1* you simply lift the handset to receive the call and replace it to finish the call.

### To choose the mode

- 1 Press OK. The display shows *F* (function). Then press 8. The display shows *F8* and the current mode setting (*0* or *1*).



- 2 Use the ▲ or the ▼ button to change the mode.



- 3 Press OK to confirm your choice. The handset beeps.



## Earpiece volume

### To adjust the volume in the earpiece

- 1 During a phone conversation, press ▲ to increase the volume and ▼ to decrease it.



## *Secrecy*

While making a call you can stop the other person hearing you talk to someone in the same room as you.

- 1 During a call, press **Clr** on the handset.  
You can now talk without the other caller hearing you.



- 2 Press **Clr** again to switch secrecy off.



## *Last number redial*

The handset will store your recently dialled numbers (up to 200 digits in total).

- 1 Press the **Redial** button. The display will show the last number dialled.



- 2 Use the ▲ or the ▼ button to scroll through the numbers stored.



- 3 When you see the number you want to call, press the **Talk** button and the number will dial automatically.



## *Ring melody and volume*

You can choose from five ring melodies.

### **To change the ring melody**

- 1 Press OK then 3. The display will show a number from 1 to 5 and at the same time play that melody.



- 2 Use the ▲ or the ▼ button to move from melody to melody.



- 3 Press OK to confirm your choice.



### **To adjust the ring volume**

Your DECTfax handset has two ring volume settings - loud and soft.

- 1 Press OK then 2.



- 2 Use the ▲ and the ▼ buttons to choose a loud or a soft ring.



- 3 Press OK to confirm your choice.



## **To switch off the ring tone**

- 1 Press OK then 1.**



- 2 By pressing the ▲ or the ▼ button you can switch the ring tone off or on. When it is off the display shows the RINGER OFF icon.**



- 3 Press OK to confirm your choice.**



## *Using the handset directory*

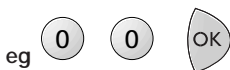
Each handset has a directory that can store up to 20 numbers. Each number will have a two-digit reference number, from 00 to 19.

### **To store a number**

- 1 Press the ▲ or the ▼ button. The display shows *MEM*.**



- 2 Enter the two-digit number under which you want to store the phone number, for example 00, then press OK.**





Alternatively you can use the ▲ or ▼ button to scroll through the two-digit numbers.

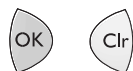


- 3 Enter the telephone number you want to store using the keypad. Press the Clr button to delete incorrectly entered digits.



*If you are on a PABX exchange (switchboard) you may need to have a pause in the stored number. Use the R button for this. The pause is shown on the display as  $\bar{\_}$ .*

- 4 Then press OK to confirm the entry. The handset beeps and displays the stored number. The handset returns to standby after about 20 or 30 seconds, or you can use the Clr button to return to standby immediately.



#### To change a stored number

- 1 Press the ▲ or the ▼ button.



- 2 Enter the two-digit memory number or scroll through the stored numbers until you reach the phone number you require.

- 3 Press OK when you have the number displayed then use Clr to delete the number.



- 4 Enter the new phone number.
- 5 Press OK again to confirm the change.



### **To dial a number from the directory**

There are two ways to do this: you can display either the two-digit reference number, or the telephone number itself.

*The display shows up to 12 digits. If the number has more than 12 digits, use the ★ and # buttons to scroll backwards and forwards through the number.*

### *To display the telephone number*

- 1 Press the ▲ or the ▼ button to access the memory.



- 2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want.



- 3 Press the Talk button and the number will dial automatically.



*You can dial from the memory directly by entering the two-digit reference number followed by #. For example 07 then # will immediately dial that telephone number.*

**To display the reference number**

- 1 Press the ▲ or the ▼ button.



- 2 Enter the reference number you require, for example 07.
- 3 Press the Talk button and the number will dial automatically.



**To dial a number from the base station directory**

- 1 Press the i button on the handset.



- 2 Use the ▲ and ▼ buttons to scroll through the telephone numbers until you see the one you want. (Names will not be displayed at the handset).



- 3 Press the Talk button and the number will dial automatically.



## *Keypad tones*

The handset is preset to have no keypad tones. You can set it to loud or soft tones.

### **To adjust the keypad tone**

- 1** Press OK then 5.



- 2** Use the ▲ button to increase the volume. The display will show 2 dashes or one or two blocks.



- 3** Use the ▼ button to decrease the volume or switch the tones off.



- 4** Press OK to confirm your choice.



## *Call timer*

After you have finished a call you can check the length of the call.

### **To check the duration of a call**

- 1** When you have finished a call, press the **Clr** button.



The display shows the length of the call in hours, minutes and seconds. The display will return to normal after a few seconds.

- 2** To clear the call duration, press the **Clr** button again while the call duration is being shown. The display will return to *00 00 00*.



# Additional functions

## IMPORTANT

*The following instructions refer to the Function button on the DECTfax base station. If you are using a DECTfax Plus base station you should use the Ok/Menu button.*

Once you have more than one handset registered with your DECTfax or DECTfax Plus base station, you can transfer calls from the base station to a handset, or from one handset to another.

## Remember

*Additional handsets must be charged and registered with a base station before they can be used. See 'Setting up' on page 6.*

## To change the handset security code

1 Press Function, then 8, then 7.



2 Press Function. The display shows *OLD CODE* then \* \* \* \* .



Enter the old code. This should be 0000, if it has not already been changed.

- 3 The display shows *NEW CODE* then ★ ★ ★ ★. Enter the new code. When the 4th digit has been entered, the display returns to standby.

### To register a handset to more than one base station

Use '*The customised method*' on page 8 to register a handset with up to 4 DECT base stations.

A handset registered to more than one base station will stay 'linked up' to its current base station as long as it is in range of it. As the handset moves out of range, it will 'link up' with the next base station it comes into range of.

### To prioritise a base station

You can set a handset to give priority to a particular base station, so that it will always link up to that base station first if it is in range.

- 1 Press OK then 7 on the handset, then use the ▲ and ▼ buttons to select the base station number you want to prioritise.



- 2 Press OK to confirm your choice.



*A small square in the display indicates that no base station is prioritised.*

## To deregister a handset

- 1 *At the base station* - press **Function** then **8** then **9**. The display shows the handset numbers that are registered.



- 2 Enter the number of the handset you want to deregister (1-4) then press **Function** to confirm deregistration. If a handset is not registered the display shows *INIT - F6*.

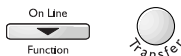


## *Transferring calls*

To transfer a call from the base station to a handset

*You can make or receive a call at the base station and transfer it to a handset.*

- 1 *At the base station* - press **Function** then **Transfer**. The base station display will show *HANDSET NUMBER*.



- 3 Enter the number (1-4) of the handset you want to transfer the call to. That handset will ring.



eg

- 4 *At the handset* - when the handset rings, press the **Talk** button to take the call.





## **Transferring a call from one handset to another**

- 1** During a telephone call, tell the caller they will be transferred and press the **i** button.



- 2** Enter the number (1-4) of the handset you want to transfer the call to. That handset will ring. If you want to ring all the handsets at the same time, press the **★** button.

eg  or 

- 3** *At the other handset* - press the Talk button to connect the internal call. The two handsets can now talk to each other while the external caller is on hold.



- 4** *At the first handset* - press the Talk button to end the internal call. Your external caller is then transferred to the other handset.



## *Paging a handset*

If you want to hail a handset or find out where it is, you can page it from the base station.

### **To page a handset from the base station**

- 1** *At the base station*, press Function then Transfer. The base station display will show *HANDSET NUMBER*.



- 2** On the keypad, enter the handset number (1-4) that you want to contact. If you want to contact all the handsets at the same time, press the ★ button. The display will show *FIND HANDSET*.

eg  or 

- 3** The base station will beep, and the handset(s) you are contacting will ring.
- 4** *At the handset being contacted*, the display will show a flashing INTERCOM icon and the handset will ring.

## *Call Monitor*

When using a handset, it is possible to listen to the conversation at the base station as well.

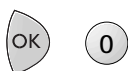
**To listen to a call through the base station**

**1** *At the handset-* during a call press OK then 0.



The call can now be heard through the base station loudspeaker.

**2** To stop listening through the base station, press OK then 0 again.



**Help** *If you have any problems using your DECTfax Additional Handset, this section will give you the most common, easy-to-follow solutions.*

### **Problem**

---

The radio link is not set up between the base station and the handset.

---

The base station does not ring.

---

The dial tone is busy each time you dial a number.

---

Your handset is equipped with a rechargeable battery (NiCad). The capacity of this battery may drop slightly with time. In that case:

---

The Handset screen displays:  
*INIT = F6*

### **Solution**

---

- Check that the handset battery is properly charged.
  - Check that the base station and handset are properly matched.
  - Check that the base station power supply pack is not too close to the radio module.
- 
- Check that the base station ringing is not switched off.
- 
- Check that the dialling mode (Voice or Decimal Frequencies) is compatible with your PABX.
  - Check that you have inserted pauses after the 0 or 9 in your memorised numbers if your line is connected to a PABX.
- 
- Allow your handset to discharge completely and then put it on charge for at least **5 hours**.
  - You should perform this operation about every two months in order to increase the life of your battery.
  - If the problem persists despite these precautions, you may need to buy replacement batteries from your distributor.
- 
- Match the handset on a base station  
Chapter: *'To register a handset'*.

#### **Customer Helpline**

*If you have any problems with your DECTfax Additional Handset, call the BT Helpline on 0845 603 1066.*

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CE compliant to 89/336/EEC  
(EMC Directive) & 73/23/EEC  
(Low Voltage Directive)



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